



City Scholars® FOUNDATION
Training Leaders to Transform Lives®

Call for Applications: GRADUATE ASSOCIATES PROGRAM

Behind every great cause is a great leader who needs more than heart to keep the lights on and the doors open. That's why, at City Scholars® Foundation, **we're on a mission**, as a tax-exempt, for-purpose corporation established in 1993, **to educate and empower nonprofit CEOs to lead well with limited resources, as they help thousands of low-income youth stay in school, out of trouble and on track to a brighter future.**

If you are an exceptional graduate student who aspires to leadership in the social impact sector AND you possess at least one, but preferably two or more years of post-collegiate professional work experience, we invite you to submit your application for our highly selective **GRADUATE ASSOCIATES PROGRAM.**

Working 20 – 30 hours/week as a **GRADUATE ASSOCIATE**, you'll (1) learn the “business of nonprofit,” (2) expand your professional network and (3) gain an appreciation for the challenges and rewards of executive leadership, through your contributions to and involvement with a diverse portfolio of meetings, events, projects and campaigns for the Foundation and our signature investment, the **City Scholars® Fellowship.**

As a high-impact leadership learning community, our Fellowship partners with executive volunteers to help nonprofit CEOs, who are distinguished as City Scholars® Foundation Fellows, build essential business and leadership skills, confidence and connections to grow after-school and school-based nonprofits from survival to success to significance. **Learn more at www.cityscholars.org.**

Our ideal GRADUATE ASSOCIATE is a high-performing, mission-driven professional who:

- can think BIG while implementing with excellence; enjoys working within a small-staff environment; **can succeed working remotely (with daily staff engagement and, once it is safe to do so, in-person convenings at least twice monthly in Downtown Los Angeles and/or the Greater Los Angeles region)**; and, is confident interacting with and enjoys supporting high-impact corporate and community leaders.
- takes initiative; excels working both independently and collaboratively; has strong analytical and problem-solving skills; has excellent written and verbal communication skills; is extremely detail-oriented; and, can successfully manage multiple priorities and projects with minimal supervision.
- is highly proficient with Microsoft Office and G-Suite. Proficiency with SurveyMonkey, Salesforce, QuickBooks, WordPress, Adobe Creative Suite and various social media is a major plus.
- possesses a valid driver's license; has access to a reliable automobile with proof of insurance and valid registration; and, is able to lift 20 lbs.

EDUCATIONAL STIPEND: \$20/hour + up to \$5/day for parking or public transportation, when necessary for in-person convenings. Graduate Associates must be available to work Monday and Wednesday at least until 4:30 p.m. Preference given to candidates applying for a full calendar or academic year.

HOW TO APPLY: Submit **(1) your professional resume, (2) available work schedule;** and, **(3) a thoughtful cover letter** sharing how, given your professional achievements and education, you can help make our mission possible serving as one of our Graduate Associates. Email application documents as **PDF files to TEAM@cityscholars.org**. Only applicants selected for the interview process will be contacted.

www.cityscholars.org